

REGISTERED ARCHITECT

DEFINITION: Under general supervision, performs professional architectural work of considerable difficulty in the design and development of Navajo Nation construction projects; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans, designs, and approves drawings, construction of facilities; performs site analysis; consults with clients; determines physical appearance of projects based on size/space requirements, aesthetics, cultural influence, land use patterns; provides information regarding costs, design, materials, equipment, and estimated building time; selects and incorporates heating, ventilating, and air condition and electrical systems in design of construction; coordinates infrastructure including water, sewer, gas, telephone, and power.

Writes technical specifications; prepares scale, full size drawings and other contract documents for use of building contractors and craftsmen; outlines general description of work to be accomplished; determines quantity, types, costs of material and equipment necessary; describes procedures to be followed, precautions and other special conditions; estimates total hours necessary for completion of each phase of construction; conducts periodic inspections of work progress, makes final inspection of completed projects, and provides project close-out documentation.

Confers with consultants to develop feasibility studies, financial analysis, and arrangements of subordinates; provides technical assistance and recommendations on related matters; attends staff and other required meetings; works with tribal, federal officials on approval of projects as to codes, regulations, and requirements.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of principles and practices of architecture.

Knowledge of current techniques of design, construction and maintenance of architectural projects.

Knowledge of building materials and costs.

Knowledge of applicable federal, state, county and local codes, standards, and regulations related to construction.

Knowledge of mechanical and electrical engineering relating to building and construction.

Skill in designing and planning architectural projects.

Skill in analyzing information and developing creative solutions.

Skill in writing clear and comprehensive technical reports and correspondence.

Skill in establishing and maintaining effective working relationships and communicating effectively.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: There is occasional need to stand, stoop, walk, and perform other similar actions during the course of the workday.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Architecture, Architectural Engineering or closely related field; and five (5) years of architectural experience in planning and design of buildings, one (1) year of which must have been in a supervisory capacity; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

THE NAVAJO NATION

Class Code: 3510
Construction and Architectural Series
Architectural Group
Overtime Code: Exempt
Pay Grade: 67

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SPECIAL REQUIREMENTS: Registration as a Professional Architect in the States of Arizona, New Mexico or Utah.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo/English languages as a condition of employment.